



## **USDA APPROVED DOMESTIC PRODUCT SUPPLIERS AND MATERIAL REQUIREMENTS VERIFICATION**

### **Purpose**

The purpose of this instruction is to set forth policies and procedures for the verification of the domestic only and material requirements of suppliers of raw materials to the USDA purchase program, verification responsibilities of the Audit, Review and Compliance (ARC) Branch personnel, and responsibilities of the approved suppliers, contractors and subcontractors who supply meat and meat products to the United States Department of Agriculture (USDA).

### **Scope**

This instruction applies to any supplier, meat packer or processor who wishes to supply meat or meat products for USDA purchase contracts as a contractor, subcontractor, or raw materials supplier.

### **Definitions**

Domestic product: Products manufactured from livestock raised in the United States, its territories, possessions, Puerto Rico, or the Trust Territory of the Pacific Islands. U.S. produced products do not include imported meat or livestock imported for direct slaughter.

Non-domestic product: Any product that cannot be directly traced to an approved domestic source.

Segregation plan: Document prepared and maintained current by the applicant that describes the company's procedures for ensuring products received, processed, and labeled comply with domestic origin requirements and all other material requirements for Federal purchase programs.

Request for Domestic Supplier Approval (RDSA): Form to request approval as a supplier of raw materials destined for USDA purchased product (Exhibit A).

Surveillance audit: A review of an applicant's facilities and records, conducted by a USDA, AMS auditor, to determine compliance with a stated plan for controlling and segregating meat products; and a verification of the supplier's ability to meet all applicable material requirements of USDA purchase contract.

Non-Ambulatory "downer" animals: Those animals that are unable to walk to slaughter under their own power.

Contractual Documents: Applicable USDA documents issued by LS Commodity Procurement or approved technical proposals which outline the requirements of a specific product purchased by the USDA. These procurement documents will be used during the surveillance audit to verify the approved supplier's adherence to all applicable requirements.



## **Policies and Procedures**

All meat and meat products destined for use in USDA purchase programs must come from a source listed on the Approved USDA Domestic Product Suppliers List at <http://www.ams.usda.gov/lsg/arc/dovp.htm> Compliance with these requirements will be verified through fee-for-service surveillance audits conducted by USDA, AMS auditors using this instruction and Instruction ARC 1000 Quality Systems Verification Program, General Policies and Procedures for All Programs.

Requests for Domestic Supplier Approval (RDSA). Suppliers must submit the following:

1. an RDSA identifying their product origin status - domestic only or segregation plan,
2. segregation plans used for handling non-domestic and non-complying product , if applicable,
3. written quality control procedures used to ensure compliance of all applicable requirements for product supplied to USDA purchase programs.

Materials Requirements. Requirements for raw materials destined for use in USDA Purchase programs are specified in the applicable product Contractual Documents.

Product Origin Status will be declared by the applicant and will be classified according to one of the following categories:

### Domestic Only Plant

1. Slaughterers or Slaughterers/Processor designated as domestic only may not slaughter animals that have been imported for direct slaughter. FSIS records will be used to demonstrate compliance with this designation.
2. Slaughterer/Processors or Processor designated as domestic only must have policies in place for ensuring that only domestic product coming from USDA-approved and listed facilities is purchased, received and processed.

### Segregation Plant

1. Slaughterers or Slaughterers/Processor who import animals for direct slaughter must have procedures for identifying and segregating non-domestic from domestic livestock.
2. Slaughterers/Processors or Processor operating under a segregation plan must have procedures for receiving, identifying, segregating, and processing non-domestic products.

Product Identification / Marking of Shipping Container. All shipping containers of domestic meat and meat products which are destined for use in USDA purchase programs must be clearly marked with the terminology "DOMESTIC ONLY PRODUCT" on the principle



display panel. Products labeled in this manner must be identified and traceable to a source shown on the Approved USDA Domestic Product Supplier List.

Approval. Upon review of the compliance audit report, the ARC Branch will arrange to post the supplier's information on the Listing of Approved USDA Domestic Suppliers on the Internet. Suppliers will remain posted and approved until they (1) withdraw their request for service, or (2) are notified in writing that they have been removed from the list. This notification shall include the reason(s) for their removal.

Surveillance. All suppliers will be audited at least three times per year during normal USDA purchase production cycles. However, more frequent audits may be conducted (1) if numerous continuous improvement points (CIP) or major nonconformances (Hold Points) are identified, (2) if customer complaints indicate an ongoing problem, or (3) as directed by the Commodity Procurement Contracting Officer.

Soy Products or other ADDED Ingredients. Verification of domestic origin of soy products or other added ingredients will be the responsibility of the contractor through the applicable purchase announcements. Soy product and ingredient suppliers are not required to submit an RDSA and will not appear in the Approved USDA Domestic Suppliers List.

## **Responsibilities**

### Contractor/subcontractor will:

1. Ensure that only meat and meat products derived from domestic livestock are identified and labeled as domestic products.
2. Ensure that meat and meat products destined for use in USDA purchase programs complies with the material requirements as stated in the applicable Contractual document.
3. Comply with all applicable provisions of this instruction and Rules and Regulations (7 CFR Part 54, Revised).
4. Declare product origin status by completing and submitting a completed RDSA form and applicable documents **prior** to production.
5. Provide any and all documents or records (written or electronic) necessary to verify compliance.
6. Provide access to all areas of an establishment or facility that is requesting an approval status.
7. Immediately notify the ARC Branch office of any changes in the quality control or segregation plan used to verify compliance of raw materials or of any change in the domestic origin control status.
8. Notify the ARC Branch to cancel service prior to the beginning of the next surveillance period when service is no longer requested.



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ARC Branch will:

1. Review requests for verification of raw materials, including any attached quality control or segregation plan(s).
2. Upon determining that an RDSA is complete, assign a qualified USDA, AMS auditor to perform a verification audit as soon as possible.
3. Issue a signed copy of the RDSA to the applicant when final approval is granted.
4. Ensure recurring audits are performed as required by this instruction.
5. Maintain and publish the Approved USDA Domestic Product Suppliers List each week.

James L Riva, Chief  
Audit, Review, and Compliance Branch  
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## Exhibit A

# REQUEST FOR DOMESTIC SUPPLIER APPROVAL

Name and Address of Establishment Where Verification Audit Services Are Requested:

FSIS Establishment Number:

or NFI Establishment Number:

Types of Product (Include Species):

Check Appropriate Domestic Origin Control Status:

Slaughter and/or handle **DOMESTIC ONLY**  
livestock and meat products.

☐

All nondomestic livestock and meat products are controlled by a  
written **SEGREGATION PLAN** (attach copy for approval).

☐

I (we) agree:

- To comply with all applicable provisions of the Federal Meat Grading and Certification Regulations, 7 CFR, Part 54 (Revised) and ARC Instruction 1010, USDA Product Material Requirements Verification.
- To allow access to facilities and provide all documentation or records necessary to verify compliance with the material requirements.
- To **IMMEDIATELY** notify the ARC Branch of any change in the Domestic Origin Control Status as checked above.
- That this approval to supply raw materials or products may be immediately revoked or withheld by the ARC Branch in the event that (for whatever reason) non-complying products are supplied (or intended) for inclusion in USDA contracts or audit results do not validate the declared Domestic Origin Control Status.
- To have information regarding this approval posted on the USDA Internet website.

Name and Address of Applicant (Type or print legibly)		Signature of Applicant or Representative	Date
		Print or Type Name of Signee	
		Title of Applicant or Representative	
FSIS Establishment Number (If applicable):			
Phone Number: (include area code)			

### APPROVAL (FOR USE BY USDA)

Date of Approval	Name and Title of Approving Officer	Signature of Approving Officer

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